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# **Office of Training**

## **SCHEDULE OF COURSES**

### **January - June 1966**

Titles, dates and location of courses given by the Office of Training from 3 January through 30 June 1966.

Changes will be announced in OTR Bulletins or Special Bulletins.

Additional copies of the Schedule of Courses may be obtained from the Admissions and Information Branch, Registrar Staff, OTR, extension 2365 or 3056.






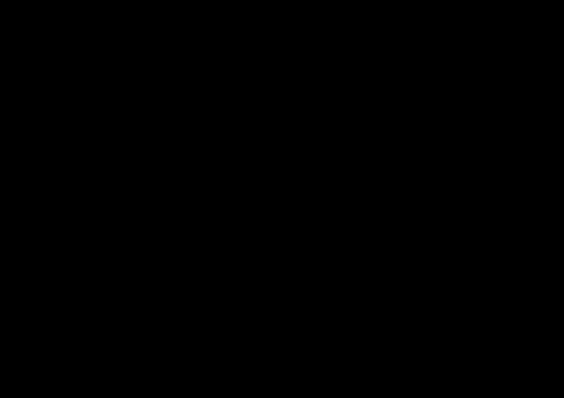
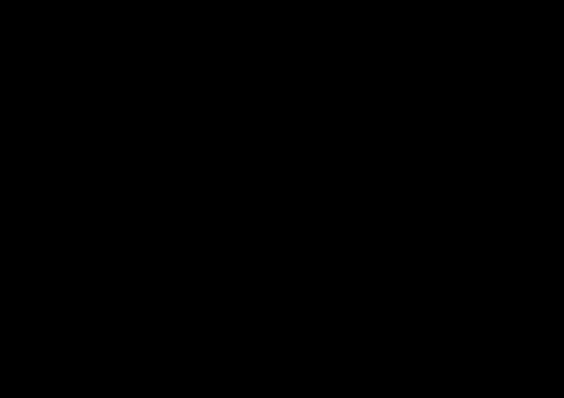
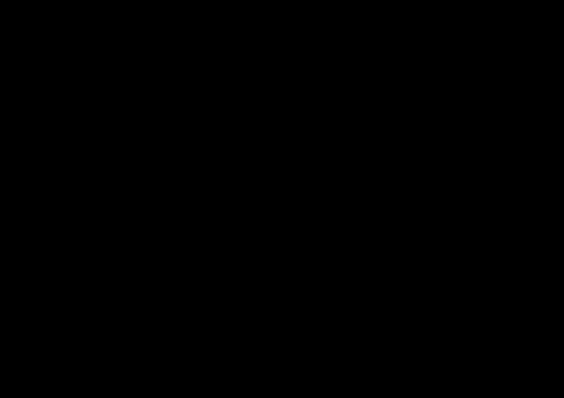
For insert in the OTR Catalog.

November 1965

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GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION
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	COURSES	DATES	PLACE
	Administrative Procedures (ft)	17 - 28 Jan 11 - 22 Apr 20 Jun - 1 Jul	601 Glebe 601 Glebe 601 Glebe
	Advanced Operations Seminar (ft)	To be scheduled.	As required
25X1A		24 Jan - sometime in week of 14 Feb Thereafter, scheduled on request.	
	Anticommunist Operations (pt)	14 Mar - 1 Apr	1A-13 Langley
	Basic Country Survey: USSR (ft)	17 - 28 Jan	
	Career Trainee Program (Hqs phase) (Specific courses in the Program are identified, "for CTs")	10 Jan - 11 Mar 4 Apr - 3 Jun	
25X1A		31 Jan - 11 Feb 25 Apr - 6 May	1A-13 Langley 1A-13 Langley
	China Familiarization (ft)	10 - 14 Jan 7 - 11 Mar 16 - 20 May	 25X1A
	CIA Introduction (for EODs)(pt)	Mondays: a.m.	GA-13 Langley
	CIA Review (second Tuesday, each month 9:30 - noon) (pt)	11 Jan, 8 Feb, 8 Mar, 12 Apr, 10 May, 14 Jun	Langley
		2 - 20 May	1A-07 Langley
25X1A		3 - 7 Jan 14 - 18 Feb 7 - 11 Mar 11 - 15 Apr 16 - 20 May 27 Jun - 1 Jul	1A-07 Langley 1A-07 Langley 1A-07 Langley 1A-07 Langley 1A-07 Langley 1A-13 Langley
		7 - 11 Mar 23 - 27 May	1A-13 Langley 1A-07 Langley

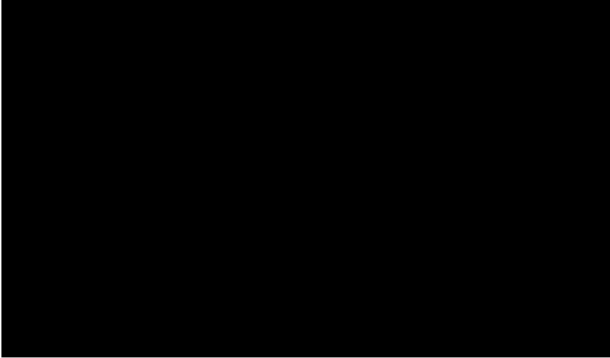
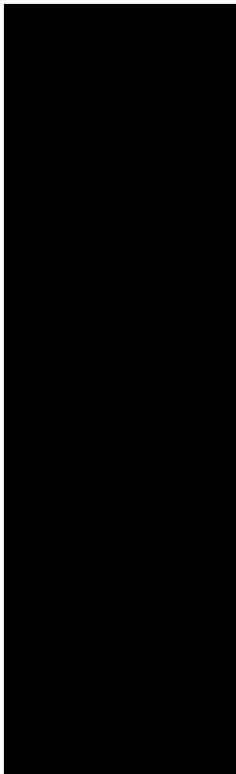
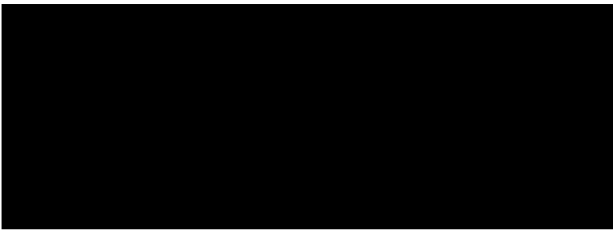

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COURSES	DATES	PLACE	
[REDACTED]	(Tues) 29 Mar-(Thurs) 7 Apr	1A-07 Langley	25X1A
Clerical Induction (for EODs)(ft & pt)	Weekly	1016 16th St.	
Clerical Orientation (for EODs)(ft)	Weekly	1016 16th St.	
Clerical Refresher (pt)	<u>10 Jan-4 Feb course</u> 5 Jan - Typing pretest 6 Jan - Shorthand pretest <u>14 Feb-11 Mar course</u> 9 Feb - Typing pretest 10 Feb - Shorthand pretest <u>21 Mar-15 Apr course</u> 16 Mar - Typing pretest 17 Mar - Shorthand pretest <u>25 Apr-20 May course</u> 20 Apr - Typing pretest 21 Apr - Shorthand pretest (Tues) <u>31 May-24 Jun course</u> 25 May - Typing pretest 26 May - Shorthand pretest	[REDACTED]	25X1A
Clerical Skills Qualification Tests (Please see page 6)			25X1A
Communism: Introduction (For all Agency employees)(ft)	7 - 18 Mar 4 - 15 Apr (Tues) 31 May - 10 Jun	[REDACTED]	
Communism (For CTs)(ft)	14 Feb - 11 Mar 9 May - 3 Jun	[REDACTED]	
Communist Party Organization and Operations (pt)	13 Jun - 1 Jul	[REDACTED]	
Conference Techniques (pt)(M&W)	10 Jan - 16 Feb	[REDACTED]	nced
[REDACTED]	17 - 28 Jan 21 Mar - 1 Apr 25 Apr - 6 May 6 Jun - 17 Jun 28 Feb - 18 Mar 13 Jun - 1 Jul	[REDACTED]	25X1A

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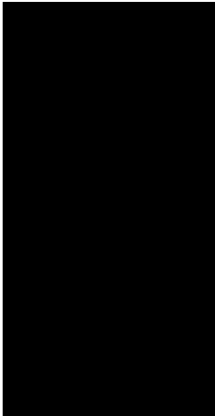

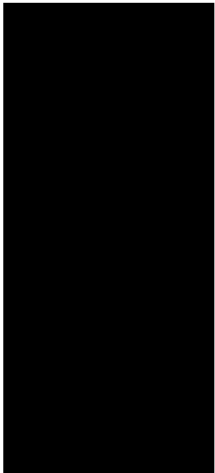
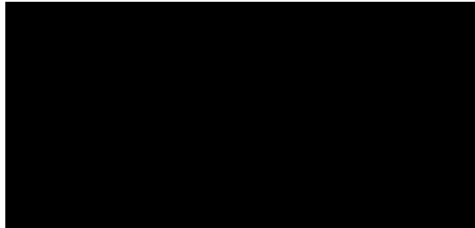

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	COURSES	DATES	PLACE
25X1A		14 Feb - 4 Mar	1A-13 Langley
		4 Apr - 22 Apr	1A-13 Langley
		(ues) 7 Jun - 24 Jun	1A-13 Langley
		24 Jan - 11 Feb	1A-07 Langley
		9 - 27 May	1A-13 Langley
		20 Jun - 1 Jul	1A-07 Langley
		To be scheduled	As required
	Effective Speaking (Mon & Wed)(pt)	21 Feb - 30 Mar	1D-1601 Langley 25X1A
	Finance and Logistics: Small Station	21 Mar - 8 Apr	
(Tues)	31 May - 17 Jun		
Geography of the USSR (pt in pm)	Scheduled on request		
25X1A		10 - 28 Jan	
		28 Feb - 18 Mar	
		11 - 29 Apr	
		6 - 24 Jun	
		7 - 11 Feb	
		14 - 18 Feb	
		28 Mar - 1 Apr	
		4 - 8 Apr	
		9 - 13 May	
		16 - 20 May	
	Instructor Training (ft)	Scheduled on request	
	Intelligence Production (for CTs)(ft)	31 Jan - 1 Apr	
		25 Apr - 24 Jun	
	Intelligence Research (Map and Photo Interpretation)(pt)(M, W, & F)(for NPIC)	14 Feb - 18 Mar	At NPIC
	Intelligence Research Techniques (pt)	14 Mar - 8 Apr	
		9 May - 3 Jun	




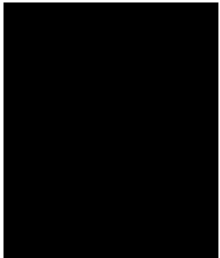
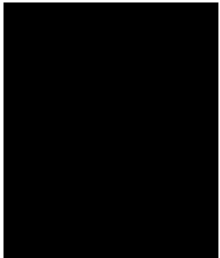
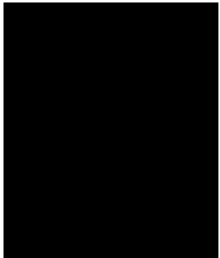
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COURSES	DATES	PLACE	
Intelligence Review (ft)	25 Apr - 6 May		25X1A
Intelligence Techniques (For CTs)(ft)	24 Jan - 11 Feb 18 Apr - 6 May		
Intelligence: Introduction (ft) (For all employees)	21 Feb - 4 Mar 21 Mar - 1 Apr 16 - 27 May		
Intelligence: Introduction (for CTs)(ft)	10 - 21 Jan 4 - 15 Apr		
Introduction to Communism (ft)	See Communism		
Introduction to Intelligence (ft)	See Intelligence		
Languages	Please see page 6		
Management (GS 11 - 14)(ft)	28 Feb - 4 Mar	To be announced	
Management: Senior Seminar	To be announced in a Special Bulletin		
	Scheduled on request		25X1A
Midcareer Executive Development (ft)	(Sun) 9 Jan - 18 Feb (Sun) 15 May - 24 Jun		25X1A
	25 Apr - 22 Jul		
	14 Mar - 22 Apr 6 Jun - 15 Jul		
	21 Feb - 18 Mar 2 - 27 May		
Orientation for Overseas (ft) (First Tuesday and Wednesday each month)	4-5 Jan, 1-2 Feb, 1-2 Mar, 5-6 Apr, 3-4 May, 7-8 Jun	1D-1601 Langley	
Orientation for Training Assistants (ft)	1 Mar		25X1A

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	COURSES	DATES	PLACE	25X1A
	Orientation for Training Officers (1 1/2 days)	8 - 9 March		
25X1A		31 Jan - 3 Jun (May end 27 May)		25X1A
	Project USEFUL (ft)	18 - 22 Apr	1A-07 Langley	
	Senior Management Seminar (ft)	(See Management)		
	Supervision (For GS 5-10)(ft)	7 - 11 Feb	To be announced	
	Support Services	25 Apr - 17 Jun	(Begins in 601 Glebe)	
	Typing (Basic) for Professionals (pt)	Scheduled on request		
	USEFUL (ft)	(See Project USEFUL)		
	USSR-Basic Country Survey (pt)	(See Basic Country Survey-USSR)		
	Vietnam Overseas Seminar	17 - 21 Jan (Wed) 23 Feb-(Tues) 1 Mar 21 - 25 Mar 25 - 29 Apr (Tues) 31 May-(Mon) 6 Jun	1A-07 Langley 1A-07 Langley 1A-07 Langley 1A-07 Langley 1A-13 Langley	
	Writing Workshop: Basic (pt) (Tues and Thurs except opening date (Mon)	(Mon) 21 Feb - 17 Mar 17 May - 9 Jun		
	Writing Workshop: Intermediate (pt) (Mon and Wed)	16 May - 8 Jun		
	Writing Workshop: Correspondence (pt)	Begins anytime		
	Writing Workshop: Advanced (pt)	Scheduled on Request	As required	25X1A

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Clerical Skills Qualifications Tests:	<u>Typewriting</u>	<u>SHORTHAND</u>
	3 Jan	4 Jan
	24 Jan	25 Jan
	7 Feb	8 Feb
	28 Feb	1 Mar
	14 Mar	15 Mar
	4 Apr	5 Apr
	18 Apr	19 Apr
	9 May	10 May
	23 May	24 May
	13 Jun	14 Jun
	27 Jun	28 Jun

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LANGUAGE COURSES

<u>Chinese</u>	Basic RSW (ft - 1760 Hrs)	31 Jan - 16 Dec 66
<u>German</u>	Basic RSW (ft - 1040 Hrs)	3 Jan - 15 Jul 66

Full-time (800 hours, 20 weeks) French and Spanish classes at the basic level will begin on 3 January 1966 and thereafter, at intervals of two months (7 March, 2 May, 5 July, 6 September and 7 November 1966).

The Language Training School has a current capability of conducting full-time classes in 16 languages, and part-time classes and tutorial instruction in 40 languages. For further information call extension 3271.

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